

MICHIGAN DEPARTMENT OF EDUCATION Office of Financial Management

Grants Cash Management and Reporting System

DS-4492 GRANT REQUEST INSTRUCTIONS

Read instructions before completing on-line form.

Before a recipient can request grant funds, the organization must obtain a MEIS account utilizing the Cash Management and Reporting System Security Agreement. This form is found at the URL address: www.michigan.gov/meis. This form must be forwarded to this office so that security to the Grants Cash Management and Reporting System can be established. Once security to this system is granted, you may request grant funds via the Internet using the on-line DS-4492 forms.

Step 1

Log into the MEIS home page: www.michigan.gov/meis

Step 2

Scroll through the MEIS applications and click on the **Grants Cash Management and Reporting System**, Grant Project Expenditure Report & Final Expenditure Report (DS-4492 & DS-4044) icon. This will take you to: <https://mdoe.state.mi.us/grants>.

Step 3

At this screen, a yellow box tells you the last date that Grants Data was updated. A green box tells you if signing is "ENABLED" or "DISABLED". If signing is "ENABLED" you can enter the system and request and sign. If signing is "DISABLED", this means that the system is updating and you should not request or sign.

If signing is "ENABLED", enter your **MEIS Login ID and Password**. Your password is case sensitive so make sure that you enter it correctly. Click on **LOGIN**. This will take you to **Main Menu DS-4492 & DS-4044**.

Step 4

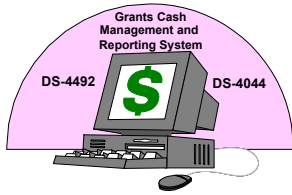
Scroll through the Main Menu (DS-4492 and DS-4044) and click on the yellow-colored option, **Click here to Enter/Edit your DS-4492 & DS-4044 Data**. A **Grants Edits** screen appears that contains your recipient information.

Step 5

Information on this screen includes: Recipient Code, Name, Address, and City, State, Zip. Verify that this information is you. Click on **Click here to Enter/Edit your DS-4492 data**. This screen shows all Source/Projects listed for your recipient code. **Each source/project must be edited in order to sign and finalize requests.**

Step 6

Click on the green-colored **Enter/Edit Project Data** tab. A detail of your Source/Project appears. Enter amounts for **Cumulative Expenditures, 30 Day Cash Needs, and Current Request**. You should notice that the current request box is pink.



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In reviewing your requests, please note the following:

- Cumulative Expenditures** is the total amount of actual expenditures incurred to date (including this request).
- 30 Days Cash Needs** is the amount of estimated cash needs for the next 30 calendar days.
- Current Request** is the total of your cumulative expenditures and 30 days cash needs **minus** what has already been paid (preprinted amount listed under the Approved amount).

Examples:

When Requesting Funds:

Cumulative Expenditures		\$50,000.00
30 Days Cash Needs	+	<u>\$10,000.00</u>
Subtotal		<u>\$60,000.00</u>

Preprinted Paid Amount	-	<u>\$35,000.00</u>
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Current Request	=	\$25,000.00
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When Not Requesting Funds:

Cumulative Expenditures		\$35,000.00
30 Days Cash Needs	+	<u>.00</u>
Subtotal		<u>\$35,000.00</u>

Current Request	=	0.00
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Click on the **Save** tab.

Even if you do not intend to request money from a particular project, you must still certify cumulative expenditures. (The cumulative expenditure amount you report will be the paid amount to date.) The **Current Request Box** will be zero and change from pink to green when the Source/Project is saved.

Step 7

Click on the **Next** tab to proceed to the next Source/Project to be edited. Repeat step 6 until **all** Source/Projects have been edited and saved. The last Source/Project **will not** have the option of **Next**. You must click on **Exit**.

Step 8

You have now returned to a full screen of all Source/Projects listed. Verify the totals for all grant Source/Projects. Scroll to the bottom of the screen and click on **Return to Main Menu**.

Step 9

You are now at the Main Menu Screen. The option to sign the DS-4492 request is located here. Click on the blue-colored box, **Sign (Approve) Your DS-4492 & DS-4044 Data**. Enter your recipient code if it hasn't defaulted.

Step 10

At this screen:

- Click on **Click Here to Sign your DS-4492 data**. This screen gives a summary of all Source/Projects edited. Review all requests.
- The **Sign** tab will not appear if you have not edited (saved) all Source/Projects. A message will appear stating: "You may not sign until you have saved all projects assigned to this recipient code." You will need to return to the Main Menu and edit those projects that may have been missed.
- If you want to make a change in your request, click on the **Return to Main Menu** option found by scrolling down to the bottom of screen. Make changes (edits) using Steps 5 through 7. After all Source/Projects have been edited, proceed with Step 8.



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Once you have certified cumulative expenditures and 30 days cash needs for all grants listed, scroll to the bottom of the screen and click on the tab that reads **Click Here to Sign** (this appears as a box with an X). A new screen will appear which states: "You have successfully signed your requests." Recipient information is provided and a document number is issued. **Print this screen.** You may now log out of the system.

Processing and Payment Information

Your request for funds is processed twice weekly, Tuesday and Thursday. You can expect payment in 3-5 days from the date of the process.

Questions?

Please contact Debby Roberts, (517) 335-0534 (RobertsDK@michigan.gov) or Janet Brown, (517) 335-0550 (BrownJR@michigan.gov).

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